

Building Department

The following is a list of the required forms to be filled out for the appropriate permit to be obtained.

Roofing, Siding, Interior Rehabilitation Permits

- ☐ Building Permit Application
- ☐ Workers Comp Affidavit
- ☐ Photo Copy Of H.I.C. And/Or C.S.L. Licenses
- ☐ Copy of Contract
- ☐ Floor Plan Or Proposed Interior Work
- ☐ Engineering Affidavits for Engineered products

NOTE: All dumpster permits require sign off from Fire Department prior to issuance of Bldg Permit

Addition Or Decks

- ☐ Building Permit Application
- ☐ Certified Surveyed Plot Plan
- ☐ Workers Comp Affidavit
- ☐ Photo Copy of H.I.C. And C.S.L. Licenses
- ☐ Copy Of Contract
- ☐ Floor/Crossection/Elevation Plan Of Proposed Work With Sprinkler Plan And Hydraulic Calculations (If Applicable)
- ☐ Mass check Energy Compliance Report (If Applicable)
- ☐ Engineering Affidavits for Engineered products

NOTE: All dumpster permits require sign off from Fire Department prior to issuance of Bldg Permit

New Construction (Single and Two Family)

- ☐ Building Permit Application
- ☐ Certified Proposed Plot Plan
- ☐ Photo of H.I.C. And C.S.L. Licenses
- ☐ Workers Comp Affidavit
- ☐ Two Sets of Building Plans (One To Be Returned) to Include Sprinkler Plan And Hydraulic Calculations (If Applicable)
- ☐ Copy of Contract
- ☐ Mass check Energy Compliance Report
- ☐ Engineering Affidavits for Engineered products

NOTE: All dumpster permits require sign off from Fire Department prior to issuance of Bldg Permit

In all cases if a variance or special permit was required the Town Clerks office must stamp the decision from the Board of Appeals that the appeal period is over. The applicant must then get this recorded at the Registry of Deeds. One copy and proof of recording must be submitted with the building application